

## Kinship Care Tracking System Data Entry Requirements

All data requested on the Kinship Care Data Collection form and in the Kinship Care application is helpful to tracking Kinship Care in Wisconsin and providing interested parties with statistical information. It is important that the data be entered as completely as possible.

Some data is required for Federal reporting and, when missing or invalid, causes what are considered 'fatal' errors for which the State can be substantially penalized. The following table itemizes the critical data elements and the edit requirements used to evaluate them.

Data Element	Criteria	Edit Report Entry and Comments
Item 2. CARES Case	This item may be blank if the Caregiver is not involved in a CARES Case. <b>If entered, the number must consist of 10 numeric digits.</b>	An edit message will indicate when a CARES Case is entered with fewer than 10 digits or with non-numeric data.
Item 6. Date of Birth	Every effort should be made to obtain the Caregiver Birth Date. The item should be left blank only when it is impossible to obtain the information. <b>When entered, this must be a valid, complete date and show a Caregiver over 18 years of age.</b>	An edit message will always be produced when this item is blank to prompt you to obtain the data. An edit message will indicate if the date entered is somehow invalid.
Item 7. Zip Code	Every effort should be made to enter the Caregiver Zip Code. The item should be left blank only when it is impossible to obtain the information. <b>When entered, this data must consist of 5 numeric digits.</b>	No edit message will be produced if the item is blank. An edit message will indicate if the zip code is somehow invalid. Corrections should include checking the City and State fields.
Item 8. Gender	<b>Caregiver Gender must be indicated.</b>	An edit message will be produced if the item is blank.
Item 9. Applicant's Ethnicity	<b>This item must be indicated.</b>	An edit message will be produced if the item is blank.
Item 9. Applicant's Race	<b>The first (primary) Race must be indicated. Neither 'Unknown' nor 'Other' is acceptable.</b>	An edit message will be produced if the item is blank or entered as Unknown or Other.
Item 11. Social Security Number	Every effort should be made to obtain the Caregiver SSN. The item should be entered as all zeros only when it is impossible to obtain the information. <b>Under no circumstances should 'pseudo' or locally assigned SSNs be reported.</b> <b>When entered, this data must consist of 9 numeric digits.</b> <b>The first 3 digits cannot be 588, 666 or greater than 728</b> <b>Unless entered as all zeros, no part of the SNN may be</b>	An edit message will be produced if the SSN is blank to prompt you to obtain the data. An edit message will be produced if the SSN is invalid in any of the other ways noted.

	all zeros. (000_45-6789,123-00-6789, or 123-45-0000)	
Item 13. Marital Status	<b>This item must be indicated and cannot be Unknown or Blank.</b>	An edit message will be produced if this item is not entered.
Item 14. ( Caregiver) Educational Level	<b>This item must be indicated. If the information is not available enter as Unknown (99).</b>	An edit message will be produced if this item is not entered.
Item 15. Employment Status	<b>This item must be coded and cannot be Unknown.</b>	An edit message will be produced if this item is not entered.
Item 17. CARES PIN	This item maybe blank if the Child is not involved in a CARES Case: <b>If entered, the number must consist of 10 numeric digits.</b>	An edit message will indicate when a CARES PIN is entered with fewer than 10 digits or with non-numeric data.
Item 19. SSN	Every effort should be made to obtain the Child's SSN. The item should be entered as all zeros only when it is impossible to obtain the information. <b>Under no circumstances should 'pseudo' or locally assigned SSNs be reported.</b> <b>When entered, this data must consist of 9 numeric digits.</b> <b>The first 3 digits cannot be 588, 666 or greater than 728.</b> <b>Unless entered as all zeros, no part of the SSN may be all zeros. (000 45-6789,123-00-6789, or 123-45-0000)</b>	An edit message will be produced if the SSN is blank to prompt you to obtain the data. An edit message will be produced if the SSN is invalid in any of the other ways noted.
Item 20. DOB	<b>The Child's Birthdate cannot be blank and must be a valid, complete date and show a Child less than 19 years of age.</b>	An edit message will be produced when this item is blank. An edit message will indicate if the date entered is somehow invalid.
Item 21. Gender	<b>Child Gender must be indicated.</b>	An edit message will be produced if the item is blank.
Item 22. Child's Ethnicity	<b>This item must be indicated.</b>	An edit message will be produced if the item is blank.
Item 23. Race	<b>The frst (primary) Race must be indicated. Neither 'Unknown' nor 'Other' is acceptable.</b>	An edit message will be produced if the item is blank or entered as Unknown or Other.
Item 32. (Child) Last Grade Completed	<b>This item must be indicated. 'Unknown/99' is NOT a valid entry. If the child has not yet completed First Grade enter 'No Formal Education/98'. (Do not use K1, K2, etc.)</b>	An edit message will be produced if the item is blank.

#### Additional Invalid Data Issues:

Various other situations can cause problems within the system, in producing the file for federal reporting, and in producing statistical information. Additional items are listed on a separate sheet and should be appropriately corrected.